



Blogger Help

Getting Started Guide Getting started with Blogger

Blogger offers an easy way to collaborate, discuss, or share your thoughts with others.

This guide can help you familiarize yourself with the main features of Blogger and get started writing your own blog.

To start using Blogger, simply [sign in](#) with your Google Account. (If you use Gmail, Google Groups, or orkut, you already have an account.) If you don't have a Google Account yet, you can [create one now](#).

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Create a blog

To get started with Blogger, visit the [Blogger homepage](#), enter your username and password, and click **Sign in**. Enter a display name and accept Blogger's Terms of Service. Then click the **Create a Blog** link and get started!

Pick a name and address (URL) for your blog. Then, choose your favorite template (this is how your blog will look when you publish it). Now get creative, add information to your personal profile, and customize how your blog looks, if you feel up to it. Start blogging now!


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Write your post

Once you've signed in to Blogger, you'll see your dashboard with your list of blogs. Here's what you need to do:

1. Click the **NEW POST** button and enter anything you want to share with the world.
2. Next, you'll see the Create New Post page. Start by giving your post a title (optional), then enter the post itself:

Title:

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Not really, but sometimes it feels like that.

3. When you're done, click the **Preview** link to make sure it's ready to go:



4. Once you're satisfied with your post, click the **Publish** button. This will publish your new post.

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Add an image

You can add an image from your computer or the Web to your blog. Click the image icon in the post editor toolbar. A window appears prompting you to browse for an image file on your computer, or enter the URL of an image on the Web.

Once you've selected your image, you can then choose a layout to determine how your image will appear in your post:

- The 'Left', 'Center', and 'Right' options allow you to customize the way your blog text will flow around your image.
- The 'Image size' options will determine how large the image will appear within your post.

Click **UPLOAD IMAGES** to add your image, and then click **DONE** when the notification window appears telling you that 'Your image has been added.' Blogger will then return you to the post editor, where you'll see your image ready to be published to your blog.

You can also publish images to your blog using your mobile device, Google's free photo software [Picasa](#), or a third-party service like [flickr](#). [Learn more](#)

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Add a video

To add a video to your blog post, click the film strip icon in the post editor toolbar above where you compose your blog text. A window appears prompting you to 'Add a video to your blog post.'

Click **Browse** to select the video file from your computer that you'd like to upload. Note that Blogger accepts AVI, MPEG, QuickTime, Real and Windows Media files and that your video must be less than 100MB in size.

Before uploading your video, add a title in the 'Video Title' box and agree to the Terms and Conditions (you'll only have to do this the first time that you upload a video with Blogger). Then click **UPLOAD VIDEO**.

While your video uploads, you'll see a placeholder in the post editor showing where your video will appear. You'll also see a status message below the post editor letting you know that your upload is in progress. Depending on the size of your video, this usually takes about five minutes. When it is complete, your video will appear in the post editor.

Want to see this in action? Click the link to watch a video on how to add a video to your blog post:

[Adding a video to your post](#)

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Customizing your layout

Your template is a fun way to customize your blog. When creating a new blog, you're first asked to choose a default template, this is the basic design of your blog. You can choose from [customize your blog's design](#) using our intuitive drag-and-drop interface. You can also add powerful gadgets such as slideshows, user polls, or even [AdSense ads](#). Changing the [fonts and colors](#) on your blog is easy too. If you want more precise control over your blog's layout, you can also use the Edit HTML feature. To edit your blog's layout, follow these steps:

1. Click the Layout link from your dashboard below the blog you would like to customize.
2. From the **Page Elements** sub-tab, click **Edit** to edit existing gadgets, or **Add a Gadget** to add new ones.
3. To add a new gadget after you've clicked **Add a Gadget**, simply click the plus sign next to your desired gadget. You can choose from gadgets by category, or search for a specific gadget in the top right of the pop-up window.

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Basics

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**Blog List (New!)**
Show off what you read with a blogroll of your favorite blogs.
By [Blogger](#)

**Followers (New!)**
Displays a list of users who follow your blog
By [Blogger](#)

**Slideshow (New!)**
Add a slideshow of your photos to your blog.
By [Blogger](#)

**Subscription Links (New!)**
Let your readers easily subscribe to your blog with popular feed readers
By [Blogger](#)

4. Once you've added the necessary information to your selected gadget, click **SAVE**. Your layout changes will appear instantly.

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Privacy and permissions

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By default, your blog is completely public, and can be read by anyone on the internet. However, if you want to keep it private, you can do that, too. You can change these settings on the **Settings | Permissions** tab.

1. Under the 'Blog Readers' heading, you'll probably see 'Anybody' selected as the default. When you change this to 'Only readers I choose,' you'll get an **Add Readers** button.
2. Click the **Add Readers** button and then enter the email address of a person to whom you'd like to grant access to your blog. To add multiple people, separate their addresses with commas.
3. For each address entered, the Google Account associated with that address will be given access to view your blog. If an address is not associated with an account, that person will receive an invitation email with a link allowing them to do one of three things:
 - Sign in to an existing account.
 - Create a new account.
 - View your blog as a guest (no account required).



Blog Authors Your blog can have up to 100 authors.

1 Author can post to this blog



Danish

blogger-employee-2@google.com admin

ADD AUTHORS



Blog Readers Your blog can have up to 100 readers.

Who can view this blog?



Anybody



Only people I choose



Only blog authors

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Follow other blogs

With the Blogger Following feature you can keep track of the blogs you follow via your [Reading List](#) on the Blogger dashboard. There are several ways to become a follower of a blog. One of the easiest ways is to visit a blog that has added the 'Following' widget, and then follow these steps:

1. Click the **FOLLOW THIS BLOG** link under the 'Followers' widget.



2. You'll then see a pop-up window with the options to either follow [publicly or anonymously](#).



The screenshot shows a 'Follow this Blog' dialog box. At the top, there's a blue header with the Blogger logo and the text 'Follow this Blog'. Below this, the title 'Start following The Blog' is displayed. The URL 'http://werwrdeesipickup.blogspot.com/' is shown. There are two radio button options: 'Follow publicly as Denmark' (selected) and 'Follow anonymously'. The 'Follow publicly' option includes a list of bullet points: 'Follow publicly to tell the blog's author and the world that you're a fan.' and 'Stay updated with this blog's posts on your Blogger Dashboard.' To the right of these options is a 'Followers' section showing a grid of profile pictures, with a yellow arrow pointing to a 'Your picture' section which contains a placeholder image and an 'Edit Photo' link. At the bottom, there are two buttons: 'FOLLOW' (orange) and 'CANCEL' (blue).

3. Select how you'd like to follow the blog, then click the orange **FOLLOW** button. You're now a follower of the blog! If you chose to follow the blog publicly, your profile picture will be displayed on the blog with a link to your [Blogger profile](#).
4. When you become a follower of a blog, the blog will also be added to your [Reading List](#) on your Blogger dashboard. Additionally, you can become a follower of any blog or URL (even if the blog doesn't have the 'Followers' widget) by adding the blog to your Reading List on the dashboard.

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☐ Yes ☐ No

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